

**SUBMIT APPLICATION By Mail or In Person:**

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN LUIS OBISPO  
ATTN: HUMAN RESOURCES  
1035 PALM ST. ROOM 385  
SAN LUIS OBISPO, CA 93408**

**APPLICATION:**

Candidates are required to complete a Superior Court employment application form, which must be submitted in person or postmarked no later than 5:00 p.m. on the final filing date. Applications must be completed in sufficient detail and clarity to permit comprehensive review and evaluation. **FACSIMILE COPIES OF APPLICATION WILL NOT BE ACCEPTED.**

**EXAMINATION REQUIREMENTS – JOB SPECIFICATIONS:**

All applicants must meet the qualification standards and requirements of the positions as stated on the job announcement. At oral interviews, or as otherwise designated, all documents required for employment must be verified. The Superior Court reserves the right to modify the selection/examination process if it is deemed necessary.

**PERSONAL QUALIFICATIONS:**

All applicants must possess the personal qualifications generally recognized as essential to become an outstanding public employee, including integrity, initiative, dependability, courtesy, good judgment and ability to work well with others.

**CONFLICT OF INTEREST:**

Employees are prohibited from engaging in activities which may be in conflict with the interest of the Superior Court.

**BENEFITS:**

Employees hired to a permanent (regular) position are eligible to participate in Court sponsored retirement, health, vision, and dental programs. Other benefits include life insurance, flexible spending, deferred compensation, tuition reimbursement for job related education, and an employee assistance program. Regular employees enjoy thirteen paid holidays per year and accrue vacation and sick leave hours.

**OATH OF ALLEGIANCE:**

All employees are required to take an oath of allegiance.

**FINGERPRINT CLEARANCE:**

Applicants who are offered employment must pass a fingerprint background check. Any false statement or omission of material fact may cause forfeiture to employment rights.

**REASONABLE ACCOMMODATION:**

The Court does not discriminate against the disabled. Please advise Human Resources if you will require special accommodation to participate in the examination process or to perform the essential functions of the job. Call (805) 788-2929.

**EMPLOYMENT DOCUMENTATION:**

All employees hired after November 6, 1986 must provide proof of work eligibility.